

~~CONFIDENTIAL~~Executive and Planning Division

1. The mission of the Executive and Planning Division (EPD) is to serve as a policy and planning component of the Office of Security in security matters which transcends specific organizational components. In this connection, EPD also serves as the focal point for the coordination of action papers received from other CIA elements requiring an Office of Security position and the signature of the Director of Security or his deputy.

2. The Table of Organization of the Executive and Planning Division professional staff is as follows:

Chief, EPD	(GS-15)
Deputy Chief, EPD	(GS-14)
Special Assistant	(GS-13)
Records Management Officer	(GS-13)

3. The Records Management Officer devotes full time to the Office records management program and the preparation of the monthly statistical report. Included in the records program are such activities as the vital materials program, forms management, records retention plans, records surveys and records policies and procedures implementation.

4. The Special Assistant spends approximately 50 per cent of his time in his role as the Secretary of the Security Committee of USIB. This committee was established pursuant to [REDACTED] In addition he prepares various reports such as the weekly report to the DDS of significant activities of the office; the annual PFIAB report; briefing logs for the DCI, DDCI and the Executive Director-Comptroller and other activities as directed by the Chief, EPD.


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5. The duties and responsibilities of the Chief, EPD and Deputy Chief, EPD are set forth hereinafter:

CLASSIFIED BY	061626
EXEMPT FROM GENERAL DECLASSIFICATION	
SCHEDULE OF E.O. 11652 EXEMPTION CATEGORY:	
S 5E(1), (2), (3) or (4) (circle one or more)	
AUTOMATICALLY DECLASSIFIED ON	
IMPODET	
(unless impossible, insert date or event)	

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- | | |
|--|--|
| (a) Chief, Executive & Planning Division | Chief, EPD |
| (b) NDPC - DCI Member
Alternate
Contact Point | Executive Officer
Chief, EPD
Deputy Chief, EPD |
| (c) Policy Support
(See attached for FY 1972 activities) | Chief, EPD
Deputy Chief, EPD |
| (d) CIA Board of Review - OS Member | Chief, EPD |
| (e) CIA Regulations and Notices | Deputy Chief, EPD |
| (f) OS Directives and Notices | Chief, EPD |
| (g) Legislation & Executive Orders | Deputy Chief, EPD |
| (h) NIE and SNIE Security Reviews | Deputy Chief, EPD |
| (i) Reports
 | Chief, EPD |
| 2. Annual - Subscription Renewals for Executive Staff | Chief, EPD |
| 3. Annual - OS | Chief, EPD |
| 4. Annual - Management | Deputy Chief, EPD |
| 5. Annual - Planning Guidance | Deputy Chief, EPD |
| 6. Special Reports (as required) | Chief, EPD
Deputy Chief, EPD |
| (j) Budgetary Matters
(Program Submission) | Deputy Chief, EPD |

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Item C - Policy Support

Listed below are some of the significant administrative actions taken by this Division in support of the Executive Officer and the Director of Security or his Deputy in response to outside requests (FY 1972):

1. Commendations (OS)
2. DCI and DDCI Briefing Logs
3. Security Clearance Review
4. Dulles Papers
5. Protection of Classified Information
6. Public Understanding of the Role of Intelligence
7. Legislation of Concern to CIA
8. Briefing Logs for Executive Director - Comptroller
9. Special Approval and Justification for Requisitioning Safes and File Equipment
10. Bills Introduced to Assure Classified Information is Disseminated to Congress
11. Request for Information or Recommendation (Freedom of Information Act)
12. The Recruiter's Views on Youth and the Agency Image
13. Briefing of the Under Secretary of the Navy
14. Law and Order Day Ceremonies, National Police Officers Association of America, 9 October 1971, Wichita, Kansas


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15. Organization of Former Employees of CIA
16. Guidelines Governing Disclosure of Classified Intelligence
17. Classification of OS Investigative Reports
18. Possible Compromise of Classified Information
19. Briefing of Dr. Albert C. Hall, Assistant Secretary of Defense for Intelligence
20. Nuclear Planning Group, NATO
21. Travel Orders
22. Proposal for Mutual Abolition of Closed Area Restrictions with [REDACTED]
23. United States Court of Approvals Concerning Defense Classification
24. Q Clearance Survey
25. Reference to CIA in GAO Reports on Medical Support on Refugee Programs in Laos
26. Intra-Agency Groups
27. Security Interface with the Department of State on Mutual Support Problems
28. Clearance of Clerical Employees
29. Forrestal Diaries (Declassification)
30. Security Support of the New Deputy Director of Central Intelligence
31. Briefing Material for the 1973 Congressional Budget Presentation

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32. Overclassification and Declassification of Information
33. FYI - Allegations and Answers
34. Recommendations Concerning a Microfilm Application for SR&CD Files
35. Proposed DCI Statement Before the Special Subcommittee on Intelligence of the Armed Services Committee, House of Representatives (Nedzi Committee)
36. Request for "Fact Booklet" Committee
37. Proposed Agenda for Meeting on Planning
38. Procedures for Issuance of U.S. Savings Bonds
39. Current Review of Director of Central Intelligence Directives
40. Defense Against the Assassination or Kidnapping of Certain Government Officials, Report of Interdepartmental Committee on Internal Security (ICIS) dated 8 March 1972
41. 
42. Delegations of Authority to Classify National Security Information
43. Vulnerability Study of Non-CIA Facilities
44. Revisions of EO 10501
45. Implementation of EO 11652 and Related NSC Directive
46. Intra-Agency Security Committee Activities

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Next 2 Page(s) In Document Exempt

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- j. Serves as the Agency's focal point for the investigation of all leaks of intelligence information-- from both compartmented and non-compartmented sources--and sees to the maintenance of an overall index of intelligence information leak data.

TAB

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Attachment II

Management Improvements

1. In the Building Security Area

a. Security Duty Office:

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Currently operating with minimum personnel - a total of [REDACTED] - who last fiscal year handled 27,978 security incidents, 3,070 preliminary security inspections (after hours), 820 security violation reports, 504 "Red Border" Incident Reports, and 34 "Yellow Sheet" Employee Emergency Reports.

b. Security Services Section:

25X9

[REDACTED]
installations. No room for cutting here.

c. Identification Section:

Three staff employees performed approximately 40,000 badge and credential-related actions during the past fiscal year. No way to reduce effort here.

d. Guard Force Supervision:

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Four Branch supervisors oversee the supervision of [REDACTED] guard costs. Enough said.

e. Receptionist Section:

The unit handled over 82,000 visitors last fiscal year and the number of posts are at an absolute minimum.

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2. In the Operations Area

Five officers here attempt to stay abreast of the Agency's domestic security survey program along with the investigation of security violations and other mishaps involving classified information. Last fiscal year, 124 security surveys were run under this program, 800 violations were investigated along with approximately 50 special inquiry investigations involving missing classified information. No fat here.

3. In the Technology Area

Only three staff officers are authorized for this unit. Clearly not enough. The danger here lies in what is not being done: the equipment that is not being tested, the experimentation that is not occurring, the liaison that is not taking place due to personnel shortages. Further cutting would be inexcusable.

4. In the Safety Area

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The [REDACTED] study of recent vintage established and documented the size and scope of the safety problem and current staffing reflects the results of this study, the conclusions of which are still valid. Even now some areas, especially overseas safety, are getting only scant attention.

5. In the Computer Security Area

This fledgling field is just now developing momentum to meet the large and generally misunderstood threat computer technology poses for the Agency and the Community. Cutting emphasis here would have serious long-range implications.

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Attachment V

<u>Goal</u>	<u>Priority No.</u>	<u>Objective Being Performed (Partially)</u>	<u>Coordination</u>	<u>Reductions / Savings</u>
<u>Information Processing Branch</u>				
Computer Security Policy Development	1	90	N/A	N/A
Computer Security Guidance	2	90	N/A	N/A
Computer Security Support to USIB and Other Non-Agency Activities	3	90	N/A	N/A
Computer Security Audits and System Security Tests	4	40	N/A	N/A
Computer Security Problem Resolution	5	60	N/A	N/A
TOP SECRET Control Program Management	6	N/A	N/A	N/A
Coordination of Application of ADP to OS Operations	7	75	N/A	N/A
<u>Operations Branch</u>				
Domestic Investigations (Lost or Compromised Classified Materials - Thefts)	1	100	N/A	N/A

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<u>Goal</u>	<u>Priority No.</u>	<u>Objective Being Performed (Partially)</u>	<u>Coordination</u>	<u>Reductions/ Savings</u>
Domestic Security Surveys	2	100	N/A	N/A
Security Violations Investigations - Preventive Briefings	3	100	N/A	N/A
Physical Security Analysis and Review	4	75	N/A	N/A
Security Support to DCI in Appear- ances before Congressional Committees	5	90	N/A	N/A
<u>Building Security Branch</u>				
Provide 24-hour Security Duty Office Coverage on Security and Other Matters Relating to Agency Activities	1	80	N/A	N/A
Provide Appropriate Supervision for the GSA Guard Force Administration	2	60	N/A	N/A
Provide a Security Identification System for all Categories of Employees or Visitors Who Frequent Agency-Occupied Bldgs.	3	100	N/A	N/A
Provide a Maintenance and Repair Facility for all Agency Domestic Safekeeping Equipment	4	100	N/A	N/A

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<u>Goal</u>	<u>Priority No.</u>	<u>Objective Being Performed (Partially)</u>	<u>Coordination</u>	<u>Reductions/ Savings</u>
Provide Receptionist Facilities for Selected Agency Components Who Receive Visitors	5	80	N/A	N/A
<u>Physical Security Technology Branch</u>				
Develop, Identify, Test or Adapt the Best Possible Physical Security Equipment for Use of the Agency	1	75	N/A	N/A
Support the Effort of the Technical and Overseas Security Support Divisions (Loan of Personnel)	2	100	N/A	N/A
Install, Repair and Maintain Hqs Area Intrusion Alarm and CCTV Equipment	3	90	N/A	N/A
Training in the Installation, Repair and Maintenance of Physical Security Devices (excluding alarms) for Both Domestic and Overseas Designees	4	100	N/A	N/A
<u>Safety Staff</u>				
Headquarters Support Safety Program (Tests, Briefings, Construction Review, Training)	1	63	N/A	N/A

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<u>Goal</u>	<u>Priority No.</u>	<u>Objective Being Performed (Partially)</u>	<u>Coordination</u>	<u>Reductions/ Savings</u>
Accident Investigation, Analysis and Statistical Program	2	90	N/A	N/A
Fire Protection and Prevention	3	67	N/A	N/A
Domestic Safety Inspections	4	100	N/A	N/A
Overseas Safety Support	5	25	N/A	N/A

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13 OCT
1972

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SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/Ex. /Staff	10/16/72	LD
2	<i>Candy</i>		
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

The attached materials concerning the PTOS components were developed at the request of C/A&TS for the Internal Management Review Committee.

1-2 For the Internal Management Review file.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
ADD/PTOS	13 OCT 1972

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22 SEP 1972

MEMORANDUM FOR: Chief, Administration & Training Staff
THROUGH : Deputy Director of Security (PTOS)
SUBJECT : Internal Management of the Office of
Security
REFERENCE : Memo dtd 10 Aug 1972 to All DDs and
Staff Chiefs; Subject: Same as above

As requested in referent attached hereto is the Overseas
Security Support Division's contribution for subject report in the
suggested format.

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Chief, Overseas Security Support Division

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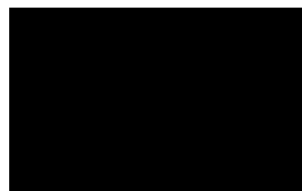
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T/O Charts

Present

Revised

Survey Officers
Equipment Specialists
Clerical



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*Total

*Chief and Deputy Chief, OSSD, not included.

Attachment II

Other Management Improvements

In an effort to submit security survey reports expeditiously and to eliminate unnecessary retyping, it was suggested at the Overseas Security Support Division Seminar, completed on 15 September 1972, that a new survey report format be adopted. Each of the report's major sections and, if appropriate, subsections will be typed on separate page(s). When a subsequent report is to be submitted the previous reports will be recalled by OSSD. If there has been no significant change in a particular section, the old section will be utilized thus negating the need to retype the entire section. A substantial saving in dictating and typing time should be realized once this procedure is established.

Attachment III - Personnel Reductions

Not applicable

Attachment IV - Monetary Savings

Not applicable

Attachment V - OS Goals/Priorities Report

See next page

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GOALS	Priority Number	Is objective being per- formed as required by OS Mission/Functions			Coordination		Reductions/Savings	
		Yes	Partial	No	Internal	External	Personnel	Funds
	25X1A							
To establish and implement a security program to ensure maximum security for Agency facilities and assets at all overseas installations	1		80%		N/A	N/A	N/A	N/A
To conduct security surveys of all stations/bases once every 15-18 months	2		90%		N/A	N/A	N/A	N/A
To inspect overseas safekeeping equipment for evidence of surreptitious entry; to perform preventative maintenance on such equipment and to replace substandard locks	3		70%		N/A	N/A	N/A	N/A
To install new intrusion alarm systems and repair existing systems as required	4		75%		N/A	N/A	N/A	N/A
To brief all outgoing Chiefs of Station/Base on security of their posts	5		50%		N/A	N/A	N/A	N/A

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Next 9 Page(s) In Document Exempt

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Program/Function	Priority Category	Is Objective Being Performed As Required by			Coordination		Savings	REMARKS
		Yes	Partially	No	Int.	Ext.		
B. Review threat Model.	B						N/A	With CI Staff.
C. [REDACTED]	B						N/A	With SSU.
D. [REDACTED]	A						N/A	As requested by DDP and Director of Security.
VII. <u>Training Program</u>			90%				N/A	All TD personnel are trained in a permanent facility far superior to any in the past through the mechanism of a joint USIB Center. Entire intelligence community has benefited in depth and quality of training achieved.
A. Perform the duties of Executive Agent for the Interagency Training Center.	A						N/A	
B. Provide In-House training on specific subjects as warranted.	B						N/A	
VIII. <u>Special Support</u>		X					N/A	
A. Provide requested special support to the DCI.	A						N/A	
B. Provide technical guidance and support for Office of Security.							N/A	

Program/Function	Priority Category	Is Objective Being Performed As Required by HR 1-14g			Coordination		Savings	REMARKS
		Yes	Partially	No	Int.	Ext.		
V. <u>Equipment Development.</u>			85%		X	X		Although the Technical Division does not have a basic R&D mission, direct guidance, with ORD and TSD, to contractors has improved product output vs. funds expended. Prior to this control, little usable output came out of the substantial R&D and D&E funds.
A. Guide ORD/DDS&T & TSD/DDP in their research, development and engineering efforts on behalf of the Office of Security.	A						N/A	
B. Serve as contracting officers technical representative for Office of Logistics .	A						N/A	
C. Maintain an in-house engineering capability.	B						N/A	C. Economics and better products have stemmed from certain contracts being handled by TD directly.
D. Maintain capability 25X1C [REDACTED]	B.						N/A	
VI. <u>Indoctrination & Liaison.</u>			90%				N/A	25X9 Over [REDACTED] in the Agency and in USIB were briefed last year.
A. Brief Agency employees on the nature and scope 25X1C [REDACTED]	A						N/A	

Program/Function	Priority Category	Is Objective Being Performed as Required by [REDACTED] 25X1A			Coordination		Savings	REMARKS
		Yes	Partially	No	Int.	Ext.		
B. Deploy & Install equipment & train operators.	A						N/A	In conjunction with DDP.
C. Monitor field performance	A						N/A	Involves OCS support for analysis of field logs.
D. Maintain a supply of reserve equipment	B						N/A	
E. Maintain operator training records.	B						N/A	Requires coordination with operational elements.
F. Modify & Update	B				X	X	N/A	
IV. <u>Protective Systems Program.</u>								
A. Select & Procure appropriate equipment.	A		25%		X	X	N/A	A program inaugurated to provide
B. Deploy & Install	A						N/A	<div style="background-color: black; width: 100%; height: 100%;"></div>
C. Maintain a reserve of equipment for replacement.	B						N/A	
D. Maintain frequency of usage data.	B						N/A	

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